

## APPENDIX P

### MEAL TICKETS

#### A. GENERAL

The provisions of this chapter relate to the issuance, use, and care of DD Form 652, Uniformed Services Meal Ticket, for travel within CONUS under the provisions of JFTR U5018.

1. Procurement, Stocking, Distribution, and Accounting. Procedures for the procurement, stocking, distribution, and accounting of meal tickets are prescribed in applicable DoD Component directives.

2. Issuance. Meal tickets will be issued for:

- a. Individual and group travel under provisions of the JFTR.
- b. Military Assistance Program trainees traveling at the expense of the U.S. Government.
- c. Reserve and National Guard personnel on inactive duty training (with pay) upon written request from the commander of the Reserve or National Guard unit. The request will indicate the accounting classification for payment of meals and contain the commander's certification that government dining facilities are not available and contractual feeding cannot be arranged. This provision will not be used to routinely subsist personnel who are in an inactive duty training status.
- d. Military dependents when authorized to travel on a per diem basis as an official escort for a deceased military sponsor.

3. Issuance to Other Services

a. Meal tickets may be issued to members of another DoD Component upon presentation of travel orders containing the necessary appropriation. In each case, the information entered in the meal ticket will be the same except for the address in the "Bill to" space. The appropriate address, as shown in Appendix O, figure O-5, of this Regulation will be inserted in the "Bill to" space and the pre-printed address will be lined out.

b. Immediately after issuing meal tickets, the TO will forward the triplicate copy of each ticket to the appropriate fiscal station shown in the accounting classification block along with a copy of travel orders.

4. Number of Meal Tickets to Issue

a. Meals. No "more than six hours will elapse between meals in the sequence prescribed below, and no more than 12 hours between the serving of dinner and breakfast. After the travel schedule has been determined a separate meal ticket will be

issued for each meal involved, except as provided for in paragraph b, below. Three meal . . . . . tickets will be furnished for each full day in travel status. Meal hours are as follows:

(1) Breakfast: 0600 through 0730.

(2) Lunch: 1130 through 1300.

(3) Dinner: 1700 through 1830.

b. Additional Meal Tickets. Additional meal tickets may be issued when it is anticipated that there might be unavoidable delays "en route (except when delay en route is authorized and chargeable to leave).

5. Preparation of DD Form 652. Entries on meal tickets will be made by typewriter, ink, or indelible pencil. Care will be taken to avoid alterations or erasures in preparing meal tickets. However, when alterations or erasures are necessary, they will be initialed by the issuing officer before the meal tickets are released to travelers. Meal tickets will not prescribe any date for which meals will be procured. Specific entries on meal tickets will be made by the issuing officer as indicated below. Examples of completed meal tickets are shown in figures 107-1 and 107-2.

a. Person Receiving Meal or In Charge.

(1) Individual travel--Enter name and grade of traveler.

(2) Group travel--Enter name and grade of person in charge of group.

(3) Guard(s) escorting prisoner--Enter name and grade of guard(s) (separate from prisoner).

(4) Prisoner escorted by guard--Enter name and grade of guard and in parentheses enter "for use of..(name and grade of prisoner)..." Separate meal tickets will be issued for each prisoner under guard.

b. Travel Orders. Enter travel order identification number. When meal tickets are issued to applicants for enlistment for travel to Military Entrance Processing Stations, enter applicable DoD 'Component regulation authorizing enlistment.

c. GTR Numbers. Enter serial number of GTR issued in connection with meal ticket. If a GTR is not issued, enter "None."

d. Appropriation Chargeable. Enter the appropriation cited in the travel orders.

e. Issuing Station or Ship and Date of Issue. Enter designation and location of activity or ship and date meal ticket is issued.

f. Total Number of Meals. Enter the same number of meals as there are members involved for the morning, noon, or evening meal, as appropriate. The number of meals to be procured will be indicated in word form, and not by a numerical character.

2-1-78

NOT NEGOTIABLE

<b>UNIFORMED SERVICES MEAL TICKET</b>		BILL TO (Dept and Bureau or Service) 1.		M T No 2.	
THIS TICKET IS GOOD FOR MEALS ONLY. It should be accepted in lieu of cash by any concern (or person) serving meals to public, and MUST BE PRESENTED AT THE MEAL IS ORDERED. See instructions on reverse. Use typewriter, ink or indelible pencil to complete form.					
PERSON RECEIVING MEAL OR IN CHARGE 3A.		3B.		TRAVELERS (Army, Air Force and Coast Guard only) 4.	
APPROPRIATION CHARGEABLE 6.		I/M NOS 5.			
ISSUING STATION OR SHIP AND DATE OF ISSUE /, (Date)		TYPE OF MEAL	TOTAL NUMBER OF MEALS	COST PER MEAL NOT TO EXCEED	
		MORNING			
		NOON	8.	9.	
		EVENING			
After meal service is received, person receiving meal or in charge of party must complete the following:		NAME AND ADDRESS OF PERSON OR CONCERN FURNISHING MEAL			
DATE 10.	NUMBER OF MEALS FURNISHED 11.	TOTAL COST \$ 12.		14.	
CERTIFIED BY (Signature of person receiving meal or in charge) 13.		(City) (State) (Zip Code)			

DD Form 652, MAY 78

REPLACES EDITION OF 1 FEB 68 WHICH WILL BE USED UNTIL SUPPLY IS EXHAUSTED

Approved by Comptroller Gen., US  
13 January 1968

Figure P-1. Example of Blank Meal Ticket (DD Form 652).

### INSTRUCTIONS FOR COMPLETION OF DD FORM 652

- Block 1: "Bill To" -- For billing purposed, use appropriate Service address listed in Figure O-5 .
- Block 2: "Meal Ticket Number" -- Numbers are normally pre-printed.
- Block 3: a. Person Receiving Meal or in Charge, as identified below --
- (1) Individual travel--Enter name and grade of traveler.
  - (2) Group travel--Enter name and grade of person in charge of group.
  - (3) Chard(s) escorting prisoner--Enter name and grade of guard(s) (separate from prisoner).
  - (4) Prisoner escorted by guard--Enter name and grade of guard and in parentheses enter "for use of Name and grade of prisoner" Separate meal tickets will be issued for each prisoner under guard.

Figure P-2. Instructions for Completion of DD Form 652, Uniformed Services Meal Ticket.

- b. For group travel only -- Behind the group leader's name, enter the number of individuals in the group beside the group leader.  
EXAMPLE: John Doe, Sgt, USA, and others

Block 4: "Travel Orders" -- Enter travel order identification number.

Block 5: "T/R Nos" -- Enter serial number of GTR issued in connection with meal ticket. If a GTR is not issued, enter "None."

Block 6: "Appropriation Chargeable" -- Enter the appropriation cited in the travel orders.

Block 7: "Issuing Station or Ship and Date of Issue" -- Enter designation and location of activity or ship and date meal ticket is issued.

Block 8: "Total Number of Meals" -- Enter the same number of meals as there are members involved for the morning, noon, or evening meal, as appropriate. The number of meals to be procured will be indicated in words, i.e., five (not in numeric characters).

Block 9: "Cost Per Meal Not to Exceed" -- Enter the maximum amounts allowed per meal: Morning -- \$5.00; Noon -- \$5.00; Evening -- \$14.00. These rates are maximum amounts and do not prevent the traveler or person in charge from securing meals at lower rates whenever desirable.

NOTE: If meal service has been prearranged the TO will complete all sections of meal ticket except for Block 13, "Certified By" space. This space will be completed by the person in charge of the group.

Block 10: "Date" -- Enter current date

Block 11: "Number of Meals Furnished" -- Enter the number of meals consumed on this meal ticket.

Block 12: "Total Cost" -- Enter the total cost of all meals used on this meal ticket.

Block 13: "Certified By" -- Signature of traveler or leader.

Block 14: "Name and Address of Person or Concern Furnishing Meals" -- Enter name, address, city, state, and ZIP code of facility where meal was consumed.

Figure. P-2. Instructions for Completion of DD Form 652, Uniformed Services Meal Ticket. (Cent')

g. Cost Per Meal Not To Exceed. The rates per meal for military members are in JFTR, paragraph U5018. These rates are maximum amounts and do not prevent the traveler or person in charge from securing meals at lower rates whenever desirable. When meals are purchased at a fixed amount, TOS will complete all sections of the meal ticket except the "Certified By" space which will be accomplished by the traveler or traveler in charge. Meals may also be purchased at a rate higher than the value of the meal ticket, provided the individual pays the additional costs with personal funds.

#### 6. Disposition

a. Original. To person for whom ticket is drawn.

b. Duplicate.

(1) Army and Air Force: Retained by issuing office for file.

(2) Navy and Marine Corps: Refer to appropriate DoD Component directive.

c. Triplicate.

(1) Air Force and Army:

(a) Forward immediately, with a copy of the travel orders, to the fiscal station shown in the accounting classification.

(b) Triplicate copies of meal tickets issued for recruits payable from Army funds will be discarded.

(2) Marine Corps and Navy: Refer to appropriate DoD Component directive.

7. Meal Ticket Chargeable to Member. When the cost of meal tickets is chargeable to a member, whether the meal ticket is issued in the name of the member or in the name of another person for and on behalf of a member charged with the cost, a DD Form 139 (Pay Adjustment Authorization) will be prepared as described in this chapter.

#### B. ISSUANCE

1. Endorsement of Marine Corps and Navy Travel Orders. Original travel orders will be endorsed to show serial numbers of meal tickets issued, types, and number of meals (for example, one noon and one evening), and the total maximum value of meal tickets.

#### 2. Meal Ticket Instructions

a. General Instructions. TOS will inform persons to whom meal tickets are issued of the instructions on the reverse of meal tickets, and will also caution them that they will be held responsible for unauthorized meals obtained through use of such tickets.

b., Guard Escorting Prisoner. Persons designated as guards to escort prisoners will have custody of meal tickets issued for prisoners. Guards will be instructed that meal tickets are not to be surrendered to prisoners. After meals have been received, the guard having custody of tickets will complete the bottom portion of meal tickets and present them to the representative furnishing the meals.



3. Loss, Theft, Mutilation, or Destruction

a. Unissued Meal Tickets. When issuing officers discover the loss, theft, mutilation, or destruction of meal tickets while in their custody, they will immediately notify, in writing, the fiscal office designated by their DoD Component and furnish the serial numbers of such meal tickets.

b. Issued Meal Tickets. Issuing officers will instruct individuals, or persons in charge of groups, of their responsibility on discovery of loss, theft, mutilation, or destruction of meal tickets. Individuals or persons in charge of groups will report the loss of such tickets to either the issuing officer or the TO at the next duty station who, in turn, will notify the issuing officer.

4. Replacement. When a member reports to the TO that original meal tickets issued to the member has been lost or inadvertently destroyed, the TO will issue the required amount of new meal tickets. When it is clearly established that the member was negligent in the loss or destruction of meal tickets, the monetary value of the newly issued tickets are chargeable against the member's pay account.

5. Disposition of Recovered Meal Ticket. When lost or stolen meal tickets are recovered, disposition will be made as follows:

a. Recovery of Unissued Meal Tickets. TOS will, upon recovery of unissued meal tickets, notify the appropriate fiscal office for removal of the stop-payment order.

b. Recovery of Originally Issued Meal Tickets. If new meal tickets have been issued and charged against a member's pay account or against a person in charge, TOS will prepare and distribute DD Form 139 authorizing credit for previous excess cost/checkage.

6. Unused Meal Ticket

a. Travelers or Persons In Charge of Groups. Issuing TOS will instruct travelers to turn in unused meal tickets immediately on return to duty station or on arrival at new duty station, whichever is appropriate.

b. Action by TOs. TOS receiving unused meal tickets will:

(1) Stamp or write in ink the word "Canceled" across the front of the original and all available copies of the meal ticket.

(2) Prepare DD Form 730 (Receipt for Unused Transportation Requests and/or Tickets, Including-Unused Meal Tickets). Endorse the original orders for Marine Corps and Navy members, as appropriate. Disposition of DD Forms 730 and unused or canceled meal

tickets issued to members will be in accordance with DoD Component regulations. If the TO receiving unused meal tickets is other than the issuing officer, the canceled original meal ticket and a copy of DD Form 730 will be forwarded to the issuing officer.

7. Restrictions. Meal tickets may not be used:

- a. To buy alcoholic beverages.
- b. When travel is by commercial aircraft and passage rates include meal service.
- c. When travel is by privately owned conveyance on a mileage reimbursable basis.
- d. When an advance allowance of per diem has been received.
- e. When any portion of travel extends beyond CONUS.
- f. For travel of civilian employees.
- g. For travel of military dependents, except when a dependent is authorized. per diem for the purpose of escorting a deceased military sponsor.
- h. For payment of a gratuity.